
CARLISLE PERSONNEL BOARD MINUTES

DATE: 10/20/2011
LOCATION: Carlisle Town Hall, Heald
ATTENDEES: Diane Makovsky, Chair
Mark Hersey
Jo-Ann Driscoll
Tim Goddard, Town Administrator
ABSENCES: Sandy Savage

Board of Health

The board of health was represented by Linda Fantasia, Cathy Galligan, and Bill Risso in support of their recommendation, after due hiring process, to offer a permanent position of Administrative Assistant to the employee who is currently fulfilling that role as a temporary employee.

The position of Administrative Assistant to the Board of Health will be held as a Grade 4 position. Taking into account the applicant's experience, Jo-Ann proposed the motion: That the personnel board approves the board of health's recommendation that their selected applicant be given the position of Administrative Assistant at the level of a Grade 4, and at the 6 year position in the pay scale. Mark seconded the motion. The motion was passed unanimously.

Bill Rizzo raised the point that other departments appeared not to have followed the same procedures in hiring. In the absence of specific information or particular complaint, the personnel board undertook to clarify to all departments the policies and procedural steps for managing personnel hiring and changing of status.

Specifically this would address the need to clarify and remind people regarding the policy for when and where to post information regarding job vacancy posting and to remind people that in general retrospective changes in rates of pay would not be possible and so managers need to bring any proposed pay changes to the board in a timely manner.

Other Business

Tim reported that he and Priscilla are working on documenting a policy as related to the emergency closure of town hall. In short, the policy will set the default that the town hall building is open during normal hours unless it is closed by the Town Administrator under certain specific conditions. Any such emergency closure will use the emergency communication system to send a message to affected town employees.

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Mark reported on his attendance to the Monday 17th October Fin Com meeting where the Finance Committee requested input on the likely proposal for cost of living related adjustments by no later than their meeting in December. Mark introduced the current data available describing the rate of inflation and predicted future directions and circulated to the board a spreadsheet containing it.

Tim undertook to research as far as possible the non-union wage changes in the previous year in local towns.

Plan design change possibilities

Mark presented his notes from a meeting with the Town administrator, legal counsel, and other town hall managers on Tuesday 18th October where a process for the review and likely changes to the employee benefits scheme were discussed.

In short, a proposal is being planned to be presented to the board of selectmen. The exact proposal is not defined at this point but, while there are different options, the “worst case” is represented by the most subscribed plan within the Group Insurance Commission – which is the Tufts Navigator Health Plan. The change in benefits plan is likely to be associated with the creation of a migration budget designed to ease the transition.

Review of Minutes

The review of minutes was postponed due to Sandy Savage not being able to present the last meetings minutes due to ill-health.

The next meeting was set for, November 17th, 2011 at 7pm.

Mark moved to Adjourn; Jo-Ann seconded.

Respectfully submitted

Mark Hersey